

**Buchanan District Library**  
**Regular Board Meeting**  
**Held online due to COVID-19 related restrictions**  
**September 17, 2020**

**Call to Order:** Vice President Dennis Iler called the meeting to order at 6:32 PM. Board members present were Dennis Iler, Deb Miner, Molly Thornton, Jeanne Arbanas and Karen McGuirt. Absent were David Perez and Janet Kuhn. Director Meg Paulette represented the Library Staff.

**Adoption of Agenda:** Motion made by Molly Thornton to accept agenda. Seconded by Jeanne Arbanas. Motion carried.

**Recognition of Visitors:** None

**Community Concerns:** None

**Routine Business:**

**Correspondence:** None

**Minutes and Calendar:** Motion made by Jeanne Arbanas to accept the August minutes as written. Seconded by Molly Thornton. Motion carried.

**Financial Reports and Approval of Expenditures:** Motion made by Molly Thornton to accept report. Seconded by Karen McGuirt. Motion carried.

**Committee Reports:**

**Public Relations & Fundraising:**

- Report from snack bar fundraising, update on Calendar Fundraiser, first draft of Annual Appeal, and update on NSSN. \$331 raised from snack bar. Calendars are to be ready to sell by November 1<sup>st</sup>. Annual appeal letter text is prepared. NSSN will have an online auction. Will have gift baskets and a two hour entertainment people can tune in to.
- A blood drive is planned for October 15<sup>th</sup> through the South Bend Medical Foundation. There is a need for 20 blood donors.

**Library Policy:**

- LOT policy & procedures. Board given a copy to review. Will vote on policy at next board meeting.

**Personnel:** New employee Mindi Trotter started work on September 16<sup>th</sup>.

**Building:**

- Update on assessing the problem with the snowmelt system. Nothing has been settled relating to this problem.

**Budget & Finance:**

- The auditors pointed out that credits to the 731 account result in a deficit in our assets. They recommend that we add a media income line item under *4700 Other Revenue* which will be *650 Media*. The amount to be budgeted by the Finance Committee can be determined later. After discussion, it was decided to wait a month to work out the details and get Janet Kuhn's input on the auditor's recommendation.

**Technology:**

- Schedule meeting of the Technology Committee. Meg will contact committee members to set up meeting.

**Director's Report:** See report

**Unfinished Business:** None

**New Business:** None

**Questions and Comments from Board Members:** Meg suggested the board think about a committee for selecting media for the library and possibly discuss it at the next meeting.

**Adjournment:** Meeting adjourned at 7:26 PM

**Next meeting:** October 15, 2020 at 6:30 PM